



COMMISSION ON TEACHER CREDENTIALING

Application for the **Administrative Services Credential Advisory Panel**

The Commission on Teacher Credentialing is currently seeking California educators and professionals who have experience and expertise with administrator preparation programs and represent the stakeholder groups to serve on an advisory panel concerning a study of the preparation of leaders for California's schools.

The major purpose of this study is to review the content, structure and requirements for administrator preparation to ensure that these remain appropriate to the needs of administrators serving in California schools. Further, the study should also provide recommendations concerning how to effectively identify administrators who would be adept in providing instructional leadership and be able to effectively lead transformational change within California schools.

An additional consideration for the proposed study will be to determine whether or not a single administrative credential authorizing all types of administrative service is still an appropriate model to meet the complexity of the demands and expectations of administrators at this time in California. Another important consideration would be to look at the range of role expectations for administrators and determine if these expectations can be met by a single individual regardless of credentialing structure. Other considerations for the study would be to identify who should prepare administrators for California schools and which aspects of administrator preparation should be required during pre-service and which should be required during the administrator's beginning years of service.

For further background information, please review the following CTC agenda item:
<http://www.ctc.ca.gov/commission/agendas/2010-01/2010-01-2E.pdf>

Advisory Panel Responsibilities and Qualifications

The Commission plans to create an advisory panel of K-12 teachers and administrators, Administrative Services Credential program instructors, other experts in the field, parents, and business community representatives to review the current structure and requirements for the Administrative Services Credential and make recommendations to the Commission regarding the issues and topics for the preparation of school administrators. There will be six or seven two-day meetings, beginning in July, 2010 through June 2011. The meetings will be held at the Commission on Teacher Credentialing offices at 1900 Capitol Avenue, Sacramento. Final recommendations will be made to the Commission by August 2011. Each member of the panel is expected to (a) participate actively in all meetings, (b) review written materials in preparation for the meetings, and (c) reflect on multiple perspectives regarding complex issues.

The Commission is seeking applications from individuals who have academic knowledge of and experience with administrator preparation at the policy-making, IHE, district, and/or school site levels, and/or with previous experience on advisory committees for credential preparation programs. The panel is advisory to the Commission, and the panel meetings will be facilitated by Commission staff. During the Administrative Services Credential Advisory Panel meetings, members will receive a comprehensive orientation so they may effectively understand and carry out the required activities. The Commission will only consider applications from the most qualified individuals to serve as members of the panel.

Reimbursement of Expenses

The Commission will pay necessary travel and lodging expenses for the Administrative Services Credential Advisory Panel. After each meeting, the Commission will reimburse team members for parking, mileage, and meal expenses. If necessary, the Commission will also reimburse school districts for the cost of a substitute teacher for each panel member who is a classroom teacher.

Application Instructions

The completed application may be mailed, faxed, or e-mailed to the Commission. Incomplete or late applications will not be considered. A completed application includes all three of the following:

1. Completed *Application Form for the Administrative Services Credential Advisory Panel*.
2. A resume highlighting the applicant's education, experience and/or expertise in working with and/or reviewing credential programs.
3. A brief written description of your thoughts about the benefits and challenges of the current Administrative Services Credential process. See application page 4.

Questions

If you have questions, please contact Caroline Baltazar at cbaltazar@ctc.ca.gov or by phone at 916-323-6087.

***Completed applications must be submitted to the Commission by
Friday, June 7, 2010***

Mail: Commission on Teacher Credentialing
Professional Services Division
1900 Capitol Avenue
Sacramento, California 95811-4123
Attn: Caroline Baltazar
Fax: (916-324-8927) - Attn: Caroline Baltazar
E-mail: cbaltazar@ctc.ca.gov

**Commission on Teacher Credentialing
Application Form for the
Administrative Services Credential Advisory Panel**

Name _____

Title _____ School/Institution _____

Personal Information

Name: Prefix (Ms. Mr. Mrs. Dr.) _____

Last _____ First _____ Middle Initial _____

Home Address _____

City _____ State _____ Zip _____

Home phone (____) _____ FAX (____) _____

E-mail _____

Employer

District, County, Institution, Organization _____

Work Address _____

City _____ County _____ State _____ Zip _____

Business phone (____) _____ FAX (____) _____

E-mail _____

Retired (please check if appropriate) _____

Preferred address for correspondence: ***Work*** _____ ***Home*** _____

Nominated by: (If you are nominating yourself, write "self") _____

Professional Background and Qualifications

Professional Experience and Education

Areas of Expertise in Administration (check all that apply):

___ Elementary (K-6) ___ Middle (4-8) ___ High (9-12) ___ All (K-12)

___ Bilingual – Language(s) _____

Current Position (please check all that apply)

___ Elementary Teacher

___ Secondary Teacher

___ Special Education Teacher

___ School Counselor

___ Elementary School Principal/Vice Principal

___ Secondary School Principal/Vice Principal

___ District-Level Administrator

___ County-Level Administrator

___ Administration Credential Program Educator

___ Other Title: _____

___ Retired

Years of Experience in K-12 Administration

Administrator ___ 4-6 years ___ 7-10 years ___ 11 or more years

Administrator Educator: ___ 4-6 years ___ 7-10 years ___ 11 or more years

Experience Specifically Related to K-12 Administration (Please begin with most recent)

From (Month/Year)	To (Month/Year)	Position	Employer (inc. city, state, and zip code)
Example: 8/05	Current	K-6 Principal	XYZ Unified School District Your City, CA 95814
Example: 2/07	Current	Educ. Leadership Instructor: * Diversity & Equity * Foundations	University of XYZ Your City, CA 95814

Other Experience and Expertise Related to K-12 Administration (Please begin with most recent)

From (Month/Year)	To (Month/Year)	Type of Experience	Employer (inc. city, state, and zip code)

Education (Please begin with most recent)

Degree	Institution	Date	Area or Field

Certification

Have you received full certification to be an administrator in California public schools?

Yes _____ No _____

If yes, indicate California administrative service credential that you hold (i.e., Preliminary, Professional Clear, Clear, or Life): _____

Professional Organizations

Do you have a membership in, or association with, professional organizations related to K-12 administration? (please check all that apply)

- ___ American Association of School Administrators (AASA)
- ___ Association of California School Administrators (ACSA)
- ___ California Association of Professors of Educational Administration (CAPEA)
- ___ National Association of Elementary School Principals (NAESP)
- ___ National Association of Secondary School Principals (NASSP)
- ___ National Council for Professors of Educational Administration (NCPEA)

Other: _____

Benefits and Challenges of the Current Administrative Services Credential Process

Please briefly describe your thoughts on the benefits and challenges of the current Administrative Services Credential preparation and licensure process.

Special Accommodations

Will you need special accommodations in order to attend the advisory panel meetings?

Yes _____ No _____

If yes, please specify: _____

Professional References

Please list three references that you know professionally and who are familiar with your work, background, and expertise relating to public K-12 administration. (Letters of recommendation are not required).

Name	Position
Address	Phone Number
City	State Zip Code

Name	Position
Address	Phone Number
City	State Zip Code

Name	Position
Address	Phone Number
City	State Zip Code

Request for School District/Institution Information

Geographic Region Location of Your School District or Institution, (if presently employed in a school district or an IHE refer to map):

- ☐ North Coast
- ☐ Northeastern
- ☐ Capital
- ☐ Bay
- ☐ South Bay
- ☐ Delta Sierra
- ☐ Central Valley
- ☐ Costa Del Sur
- ☐ Southern
- ☐ RIMS
- ☐ Los Angeles



Student Population of Your School District or Institution:

- ☐ Less than 3,000 ☐ 3,000-10,000
- ☐ 10,001-100,000 ☐ Over 100,000

Student Ethnicity of Your School District or Institution (check all groups that are over 20%):

- ☐ American Indian ☐ Hispanic
- ☐ Asian ☐ African American
- ☐ Pacific Islander ☐ White
- ☐ Filipino ☐ Multiple

Request for Personal Information

The Commission on Teacher Credentialing is committed to having diversity amongst individuals participating in the Administrative Services Credential Advisory Panel and appropriate representation of ethnic groups, genders, and individuals with disabilities. To accomplish this goal, you are asked, but are not required, to provide the following information:

Ethnicity:

- ☐ African American or Black
- ☐ Asian American (e.g., Chinese, Japanese, Korean)
- ☐ Filipino
- ☐ Latin American, Latino, Puerto Rican, or other Hispanic
- ☐ Mexican American or Chicano
- ☐ Native American, American Indian, or Alaskan Native
- ☐ Pacific Island American
- ☐ Southeast Asian American (e.g., Cambodian, Hmong, Khmer, Laotian, Vietnamese)
- ☐ White (non-Hispanic)
- ☐ Other (please specify) _____

Gender:

- ☐ Female ☐ Male